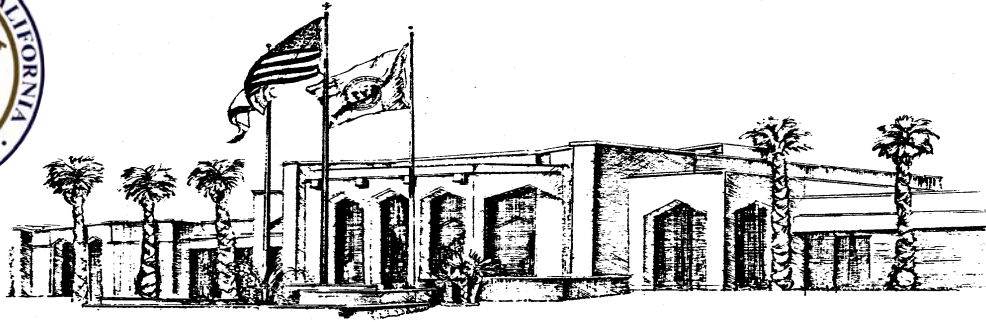


City of
Loma
Linda



ADMINISTRATIVE SECRETARY Fire Department

SALARY: \$3,071 - \$3,732 monthly

RECRUITMENT INFORMATION

This recruitment is being held to establish an eligibility list from which the current vacancy in our Fire Department, as well as future vacancies, may be filled.

THE POSITION

Under general supervision, performs a variety of difficult and complex secretarial and routine administrative tasks in support of a City department head; participates in technical work characteristic of the department. Office hours are 7:00 a.m. - 5:30 p.m., Monday - Thursday.

QUALIFICATIONS

Education and/or Experience: Graduation from high school or equivalent, supplemented by coursework in office procedures, typing, filing and records management, and three years progressively responsible experience in secretarial work. Previous municipal experience and fiscal record keeping experience highly desirable.

Considerable knowledge of: related secretarial and general office methods and techniques including office equipment operation; fiscal record keeping; records processing and maintenance procedures and systems; preparation of complicated documents requiring specialized and/or statistical typing.

Working Knowledge of: the basic functions and organization of City government.

Ability to: communicate clearly and concisely, both orally and in writing; keep accurate records; analyze situations carefully and adopt effective courses of action; understand the operation of the City, assigned department and outside agencies; learn local government radio terminology and to speak over the radio; compose correspondence independently; communicate effectively with a variety of personnel and establish and maintain effective working relationships; interpret, explain and apply policies, procedures, rules, regulations and legislation; understand and follow verbal and written directions; work independently; type accurately at 60 net wpm; operate a computer and use a variety of computer software; compile and maintain complex records and files; edit documents for correct English grammar, punctuation, and spelling; supervise, train and evaluate subordinates; maintain confidentiality of records and information; apply modern office practices and use office equipment; perform mathematical calculations

Special Requirements: At time of appointment, applicant must pass a medical examination, including drug screen; all new hires will be required to show proof of legal residence entitling them to work in the United States; must successfully complete a one-year probationary period; may be subject to a background check.

SELECTION PROCESS

Application packages will be evaluated by the Personnel Office to identify the applicants whose experience/education is most closely related to the stated qualifications. Those candidates whose qualifications best meet the City's needs will be invited to continue in the selection process.

HOW TO APPLY

A completed City application is required in the Personnel Office by 5:30 p.m. on **Thursday, July 21, 2005**. City application can be downloaded from the City website at www.lomalinda-ca.gov; be requested by e-mail at bnicholson@lomalinda-ca.gov or by calling the Personnel Office at 799-2814.

CITY OF LOMA LINDA PERSONNEL OFFICE
www.lomalinda-ca.gov

25541 Barton Road
Loma Linda, Ca 92354

Telephone: (909) 799-2814
email: bnicholson@lomalinda-ca.gov

EQUAL OPPORTUNITY EMPLOYER

EMPLOYEE BENEFITS

Retirement - benefits are provided through the Public Employees' Retirement System 2% @ 55, with the City paying the 7% employee contribution for miscellaneous positions.

Holidays - twelve days per year.

Paid Leave Program - provides a combination of flexible sick leave and vacation benefits.

Deferred Compensation Plan - is coordinated with the cafeteria-style insurance reimbursement plan.

Medical, Dental and Optical Insurance - \$675 cafeteria-style plan provided for employee and dependent insurances.

Flexible Benefits Program - allows an employee to set aside pre-tax dollars for eligible dependent care expenses, unreimbursed medical expenses and health care premiums.

Life Insurance - coverage is provided by the City in an amount equal to an employee's annual salary. Additional voluntary life insurance is available.

Long Term Disability - is provided by the City at no cost to the employee.

Employee Assistance Program - through the Holman Group.

4/10 Work Schedule - City Offices closed on Fridays .

Education Reimbursement - of expenses is provided for approved programs up to \$1,000/fiscal year.

Health Club Membership - City paid to LLU Drayson Center.

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Reasonable Accommodation - The Personnel Office will make reasonable efforts to accommodate persons with disabilities. Please advise the Personnel Office of any special needs in advance of the examination by calling (909) 799-2814.

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The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

ABOUT THE CITY

Loma Linda is a balanced blend of quality residential, industrial, and commercial developments. Residents enjoy the range of amenities for which Southern California is famous. The community offers gracious living with hillside homes that provide a panoramic view of the valleys and mountains.

Loma Linda is freeway close to beaches, mountains, ski and desert resorts. There are several colleges and universities within commuting distance of the City. Loma Linda is also the home of the world-renowned Loma Linda University Medical Center.

Located in the Redlands/San Bernardino area, 60 miles east of Los Angeles, Loma Linda has a population of 22,500 and encompasses 7.8 square miles. The Civic Center houses City offices, the Chamber of Commerce and the San Bernardino County Branch Library.

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Pre-employment Physical Examination - Prior to final appointment, all persons must pass a medical examination and drug screen, paid for by the City. Some positions may require psychological testing.

Background Check - Appointees may be fingerprinted and required to pass a background investigation.

Proof of Legal Residence - Pursuant to the Immigration Reform and Control Act (IRCA) of 1986, all new hires will be required to show proof of legal residence entitling them to work in the Unites States prior to becoming an employee of the City.

Filing Applications - Completed application materials must be filed with the Personnel Office by the final filing date specified on this announcement. Mailed applications must be received by the final filing date. Separate applications must be filed for each job classification. Application forms can be obtained from the City of Loma Linda Personnel Office, 25541 Barton Road, Loma Linda, Ca 92354, by calling (909) 799-2814, by e-mail from bnicholson@lomalinda-ca.gov, or from the City's website at www.lomalinda-ca.gov